

ER-4-5276

31 August 1953

MEMORANDUM FOR: Mr. Kirkpatrick

With reference to your memorandum of 8 August 1953 to the Director, subject: "Standardization of Titles," which I have forwarded to the Director of Training, I invite your attention to the attached comments from the Acting Personnel Director and the Director of Security. While I do not hold very strong feelings as to what these titles should be, there is considerable merit in [redacted] and Colonel Edwards' comments.

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The Security Office has been somewhat dissatisfied with the title of "Chief" for a long time, and it is only within recent months that it was changed to that of "Director" in order to indicate that the Security Office ranked with other major Offices and had Agency-wide functions. I concur with Colonel Edwards that if any change is to be made at this time it be to "Assistant Director for Security."

The title, "Assistant Director (Personnel)," was, I believe, set up in order to give stature to the position when it was occupied by General Davison. I have always questioned, from a purely functional point of view, the advisability of having an Assistant Director for Personnel. If we could get a person of proper stature who would settle for the title of "Personnel Director" I am inclined to think that this would be a more descriptive and meaningful title. In any case, however, there should either be an Assistant Director for Personnel and a Deputy or a Personnel Director and a Deputy.

In view of the fact that General Cabell now has under consideration a suggestion to establish a Deputy Director for Personnel who, conceivably, might also have under his jurisdiction the Medical and Security Offices, I would suggest that we hold this in abeyance until his decision is made.

A-DD/A:LKW:laq

Distribution:

DD/A chrono; DD/A sub: "O&amp;M - 5" w/orig's of att. K. White

2 Att

Att 1 - Cpy of Memo dtd 19 Aug 53  
to A-DD/A fr A-PD, sub:  
"Standardization of Titles."

Att 2 - Cpy of Memo dtd 19 Aug 53  
to A-DD/A fr A-PD, sub:

"Comments on Standardization of Titles."

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None  
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5. CONCLUSIONS: Based upon a stabilized Agency strength of between [ ] regular staff employees (exclusive of project and contract personnel), with a recruitment workload limited largely to replacement of attrition losses, a T/O of [ ] would appear to be adequate for the time being.

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6. ACTION RECOMMENDED: It is recommended that approval be given for a Personnel Office T/O of [ ] Division and Staff breakdowns are attached.

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[ ]  
Acting Personnel Director

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**Attachments:**

Tab A - Organizational chart

Tab B - Organizational breakdown

**ACTION BY APPROVING AUTHORITY:**

Date: 19 Nov 53

Approved, Exceptions (if any)

15/

L. K. White  
Acting Deputy Director  
(Administration)

DD/A Chrono

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**ORIGINAL DOCUMENT MISSING PAGE(S):**

missing 2 attachment